

*Employment Opportunities*  
*in the*  
*Central Intelligence Agency*



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*Washington, D.C.*

## *the Central Intelligence Agency*

THE CENTRAL INTELLIGENCE AGENCY of the United States Government is a separate agency of the Federal Service, established by Congress under the National Security Act of 1947, and is responsible to the National Security Council of which the President is the Chairman.

To reach its decisions on matters of national policy, the Executive Branch of the United States Government must be well-informed on foreign activities. The Central Intelligence Agency plays a key role in carrying out this responsibility. As a member of the "Intelligence Community" — a group of federal units concerned with national security — the Agency advises the National Security Council on matters concerning foreign activities in political, economic, scientific, and military fields; correlates and evaluates information; and performs such other functions as the National Security Council may direct.

At present the Agency has its headquarters in the metropolitan area of Washington, D. C. By late 1960 or early 1961 the headquarters will have been moved to a new location in Langley, Virginia. Langley lies within easy commuting distance, less than 30 minutes by automobile or public transportation, from downtown Washington. The new CIA building will be near housing facilities, schools, churches, and shopping centers.

## *employment in CIA*

TO FILL ITS PROFESSIONAL POSITIONS, CIA employs college graduates and persons holding advanced degrees in international relations, political science, economics, history, geography, engineering, physics, chemistry, and foreign languages. Candidates are selected on the basis of competence in their specialty, interest in serving the United States Government in the field of intelligence, and whatever general or particular talents for the work can be deduced from their past history and their current interests.

For the potential candidate, selection of an intelligence career presents certain difficulties not encountered in other fields. The exact nature of the work cannot be explained to him in advance, nor

can the satisfactions of such a career be easily imagined before they are experienced. Opportunities for profoundly rewarding careers exist, however, in all phases of the process of intelligence production: the correlation of the information which forms the raw material of the process; the analysis and evaluation of such information, which is obtained from a wide variety of sources; and the production of finished intelligence for the United States Government based on these findings. The "final product" of the intelligence process may be delivered to the appropriate consumer orally or in writing. The written reports take many forms, depending on the requirements of the material and the situation. An intelligence report may consist of a brief statement advising that an event of concern to the national security is about to occur; or it may be a comprehensive estimate of developments to be expected in a particular area or in a technological field over a period of several years. At every stage of the process, the production of intelligence requires a well-balanced combination of disciplined reasoning and endless inquisitiveness.

The new employee is afforded training before being assigned to his regular job. The type and length of training depends upon his educational specialization and the assignment for which he is selected. Subsequent assignments are made on the basis of evaluation of his performance during training and responses to the various types of work given him during his first years in the Agency. The program includes both comprehensive training and careful guidance of the individual.

The CIA Career Service system provides employees with the opportunity to progress in intellectual stature and in job responsibility. As an employee progresses, he earns commensurate salary increases. The Agency emphasizes career-planning and competitive promotion through merit.

### *training*

BEFORE BEING ASSIGNED to their regular jobs, all new employees are given orientation courses which introduce them to the organization, policies, practices, and terminology of the Agency. A small number of individuals selected for positions which require special knowledge, skills, and techniques are given more extensive formal training. The Agency also provides the college

graduate with an opportunity for further university work when it is desirable or necessary to his job. Employees selected for such training receive their regular salary and are eligible for advancement in the competitive promotion program while in a training status.

The Agency encourages employees to learn foreign languages during both duty hours and off-duty hours in academic as well as Agency facilities. Cash incentives are provided for language proficiency.

### *salary and benefits*

**PAY SCHEDULES** are discussed with candidates by a CIA representative during the initial interview. The beginning salary depends upon the individual's qualifications, his experience, and the type of work for which he is selected.

#### **PAID VACATION**

In addition to eight national holidays a year, an employee with less than three years of United States Government service earns 13 working days of leave a year. After three years but less than 15 years of service, he earns 20 days of leave a year. After 15 years, vacation leave increases to 26 days a year. Military service is included in computing this leave.

#### **SICK LEAVE**

Sick leave is earned at the rate of 13 working days per year. It accumulates over the years and provides a degree of security if the employee should be ill for a prolonged period.

#### **MILITARY LEAVE**

If an individual is a member of the National Guard or a Reserve Unit of the Armed Forces of the United States, he is authorized and encouraged to take two weeks military leave a year. During this time he may receive both Agency salary and military pay and allowances. Military leave is granted in addition to the regular annual leave.

#### **INSURANCE**

All employees are eligible to participate in low-cost health and life insurance plans.

#### RETIREMENT

An employee contributes 6½ % of his salary per year to the retirement fund. If he resigns before he reaches retirement age, he will be refunded all of his contributions, or he may elect to leave his contributions in the retirement fund and receive an annuity at age 62.

#### RE-EMPLOYMENT AFTER MILITARY SERVICE

The Agency encourages draft-eligible employees to fulfill their military obligations with their contemporaries and makes appropriate arrangements for persons entering the armed forces to return to the Agency upon completion of their military duty.

### *how to apply*

**A** CIVIL SERVICE EXAMINATION is not a prerequisite to employment by the Central Intelligence Agency. The Agency is empowered to establish its own qualification standards and to make Agency career appointments.

An individual interested in applying for a position with the Central Intelligence Agency may:

1. See his College Placement Officer and request an interview with the CIA representative who visits the college or university from time to time.
2. Write to the Central Intelligence Agency, Office of Personnel, 2430 E Street, N.W., Washington 25, D. C., enclosing a summary of education and experience and requesting application forms.
3. Appear at our interviewing office which is located at 1016 16th Street, N.W., Washington, D. C., for a personal interview.

College graduates are advised to make their applications well in advance of the date they would like to enter on duty with the Agency since it takes four to six months to process the application of each potential candidate.

Applicants are requested to limit the information that they have applied for a position with the Central Intelligence Agency to members of their immediate families.

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